



213 Main Street
Huntington, NY 11743
631.271.8423 HuntingtonArts.org

Festival Production & Marketing/PR Assistant Huntington Arts Council

Great Job for College Student with major in Marketing Communications, Public Relations, Design/Commercial Art with an interest in Performing Arts and Arts Management.

The Organization

The Huntington Arts Council is a not for profit community arts agency, founded in 1963. The Council serves a dual mission – providing services for member arts organizations and making the arts accessible to over 750,000 residents of Long Island. The Council's programs and services include the annual Huntington Summer Arts Festival, arts education programs, regional regranteeing, an exhibition program, arts networking meetings, technical assistance and publications.

Job Description

The Huntington Arts Council is seeking a talented and motivated individual to handle a wide range of office, production, publicity & marketing tasks. Primary responsibility is to assist Performing Arts Director in administration of 2014 Summer Arts Festival (SAF) featuring more than 45 nightly free performances by regional and national artists. Successful candidate will also work closely with Public Relations Director on publicity & marketing aspects of the Festival.

Start Date/End Date: Memorial Day/Early June to mid-August - 11 to 12 weeks

Classification: Part-time Seasonal - Summer Arts Festival (SAF) Staff – 32-35 hours per week (Paid by Town of Huntington.) Wage Range: \$9.00 - \$10.50 per hour depending on experience & qualifications.

Responsibilities Include:

- Assist with SAF updates on HAC Website,
- Assist with SAF updates on social media sites like Facebook & Twitter
- Assist with design & execution of SAF seasonal posters and flyers
- Write press releases and correspond with all print, broadcast & social media outlets
- Write and issue e-mail blasts to organization member/subscriber lists
- Coordinate artist links and uploading coded pages to HAC website
- Assist with artist hospitality, merchandise procurement and sales
- Assist with volunteer coordination & scheduling
- Office clerical & reception support at the Huntington Arts Council
- Other tasks & projects as required

Job Requirements: Must have good writing skills; proficiency in Microsoft Office Suite; Adobe Suite; experience in print design; proficiency in Wordpress. Experience in all social media platforms. Must have own vehicle.

Huntington Arts Council & Town of Huntington is an Equal Opportunity Employer.

Submit Resume with two writing samples (in PDF) and three references to:

John Chicherio, Director of Performing Arts, Huntington Arts Council, 213 Main Street, Huntington, NY 11743
jchicherio@huntingtonarts.org